

TOWN OF MIDDLETOWN
MINOR SUBDIVISION PLAN AND
MINOR LAND DEVELOPMENT PLAN CHECKLIST
Sheet 1 of 2

Checklist:

The following is the minimum information required:

- ___ Scale at 1" = 50'; if site exceeds 5 acres, scale at 1" = 100'
- ___ Sheet size not to exceed 24"x36"
- ___ Location map
- ___ Tract or parcel boundaries expressed in feet
- ___ Names of all adjacent property owners
- ___ Zoning of all adjacent property owners
- ___ Existing zoning of property
- ___ Location of existing streets, topographic, physical features, structures, and utility lines
- ___ Easements
- ___ Floodplain
- ___ Wetland delineation
- ___ Proposed structures, utility lines, and drainage easements
- ___ Name, address, and telephone of owner
- ___ Name, address, and telephone of applicant, registered civil engineer, and surveyor
- ___ Total number of lots
- ___ Sanitary sewer data (average and peak flow listed by land use, total average and peak flow, number of manholes, size and length of pipe)
- ___ Open space acreage
- ___ Parcel acreage
- ___ Parking rationale
- ___ Handicapped parking
- ___ Scale, north arrow, data, and title
- ___ Key map if plan is more than one sheet
- ___ Middletown General Notes
- ___ Purpose of plan
- ___ Surveyor's, owner's, and NCC recordation certificates
- ___ Road name and postal addresses (in accordance with the US Postal policy and as approved by the County Department of Police for all lots), right-of-way width, cartway width of street on which subdivision is located
- ___ Entrances adjacent to or across the street from proposed subdivision
- ___ Revision block
- ___ Lot layout and all proposed improvements
- ___ Proposed source of water supply and sewage disposal
- ___ Location of fire hydrants
- ___ Sidewalk located along both sides of all public roads
- ___ Bulk area requirements
- ___ Setback lines
- ___ Number and type of dwelling unit(s)

- ___ Square footage of commercial or industrial buildings
- ___ Existing and proposed monuments (concrete monuments to be set on parcel boundary at all angle breaks)
- ___ USPS box location labeled on plan and approval from USPS.
- ___ Community Postal Boxes note: "Postal boxes shall be installed in accordance with the rules and regulations of the United States Postal Service."
- ___ Legend
- ___ Datum to which elevations refer
- ___ FEMA map
- ___ Other data, as necessary

In addition, the record plan shall be accompanied by the following:

- ___ Preliminary stormwater management report
- ___ Fire marshal plan approval letter
- ___ If subdivision fronts on a state highway and an entrance is proposed, a letter of no objection to recordation from DelDOT
- ___ Filing fee
- ___ Application
- ___ Plan review escrow
- ___ Landscape plan (if required) referencing the record plan
- ___ Maintenance declaration (if required) referencing the record plan
- ___ Deed of restrictions (if necessary)